

## Human Resources and Risk Management Department

# ONLINE APPLICATION PROCESS: How to Apply

*Renton Human Resources is going green! As of April 2, 2010, the City will no longer be accepting paper applications for regular recruitments. The City's new online application process is an easier and more convenient way to apply for open positions. Follow the instructions below to get started.*

### STEP 1:

Visit the City of Renton website at [www.rentonwa.gov](http://www.rentonwa.gov). Click on "Job Openings" to view the City's current openings.



### STEP 2:

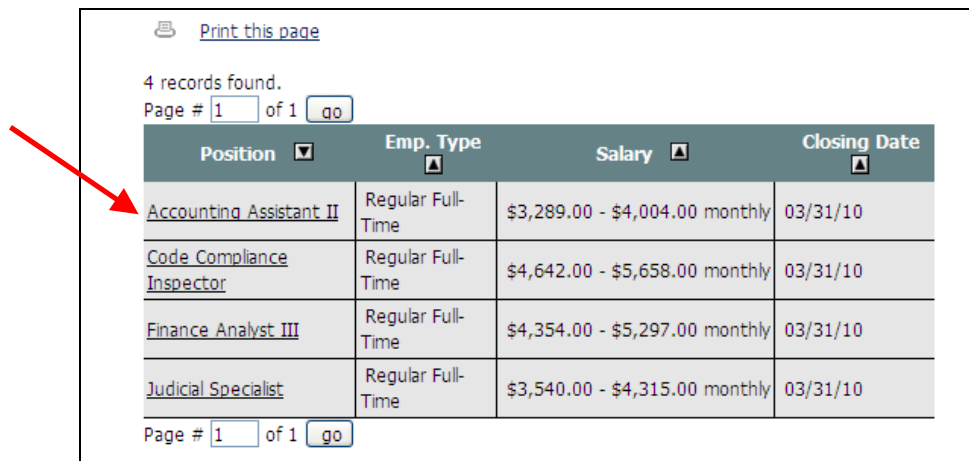
Using the menu bar on the left side of the website, click on one of the three job opportunities links. You can choose from one of the following:

- ✓ Job Opportunities (*regular, benefited positions*)
- ✓ Internal Only Opportunities (*for current City of Renton employees only*)
- ✓ Seasonal, Temporary, and Volunteer Opportunities



**STEP 3:**

Scroll down the page to view the current job openings. Click on the job title to view the job announcement.



[Print this page](#)


4 records found.  
Page #  of 1

Position ▼	Emp. Type ▲	Salary ▲	Closing Date ▲
<a href="#">Accounting Assistant II</a>	Regular Full-Time	\$3,289.00 - \$4,004.00 monthly	03/31/10
<a href="#">Code Compliance Inspector</a>	Regular Full-Time	\$4,642.00 - \$5,658.00 monthly	03/31/10
<a href="#">Finance Analyst III</a>	Regular Full-Time	\$4,354.00 - \$5,297.00 monthly	03/31/10
<a href="#">Judicial Specialist</a>	Regular Full-Time	\$3,540.00 - \$4,315.00 monthly	03/31/10

Page #  of 1

**STEP 4:**

Click on the tabs to view the description of the position as well as any associated benefits (if applicable). Click on the “Apply” link to apply for this opening or the “Print Job Information” link to print a copy of the job posting.



**Job Title:** Accounting Assistant II  
**Opening Date:** Fri. 11/20/09  
**Closing Date/Time:** Wed. 03/31/10 5:00 PM Pacific Time  
**Salary:** \$3,289.00 - \$4,004.00 Monthly  
\$39,468.00 - \$48,048.00 Annually  
**Job Type:** Regular Full-Time  
**Union Affiliation:** AFSCME, Local 2170  
**Department:** Finance and Information Technology - Finance Division

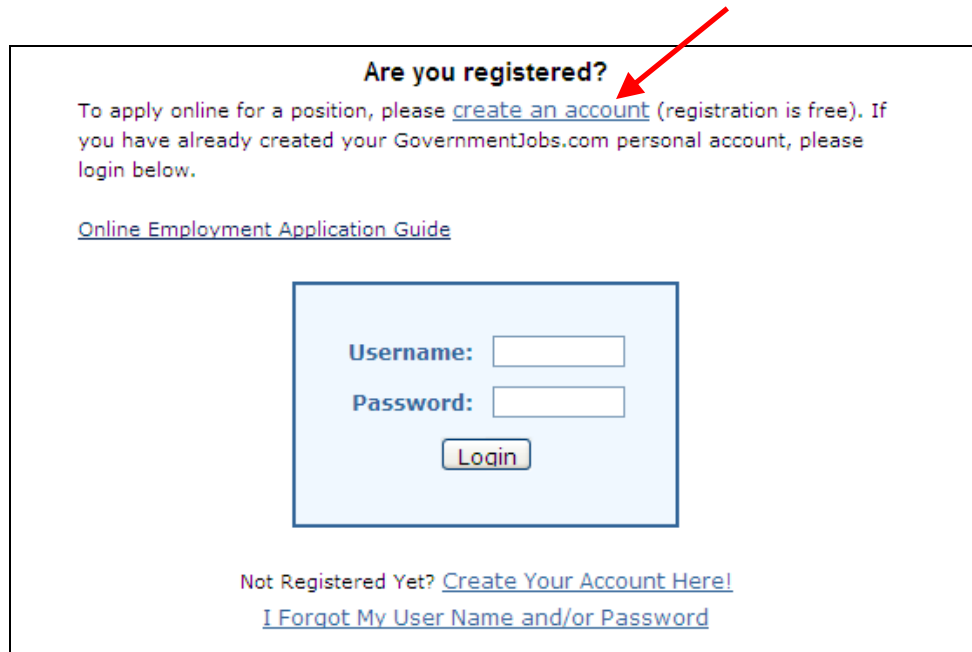
[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
Under the direction of an assigned supervisor, perform a variety of analytical studies and prepare financial reports including: create dynamic models for various cost and fee projections, perform cost versus benefit analysis; prepare fixed, budget and accounting reports; prepare written and oral preparations on analysis and studies performed; monitor actual operation and capital expenditures and compares them to budget allocations; works with departments to identify problem solutions; performs		

### STEP 5:

Once you click on the “Apply” link you will be directed to the Applicant Login webpage. The screen will ask you to create an account with Governmentjobs.com. Click on “create an account” to get started. If you already have an account you can login using your username and password.

You must have an email address in order to sign up for an account. You can create a free email address through yahoo, gmail, hotmail, or AOL. **Be sure to write down your username and password as you will use this information in the future to log in and view your applications status.**



**Are you registered?**

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

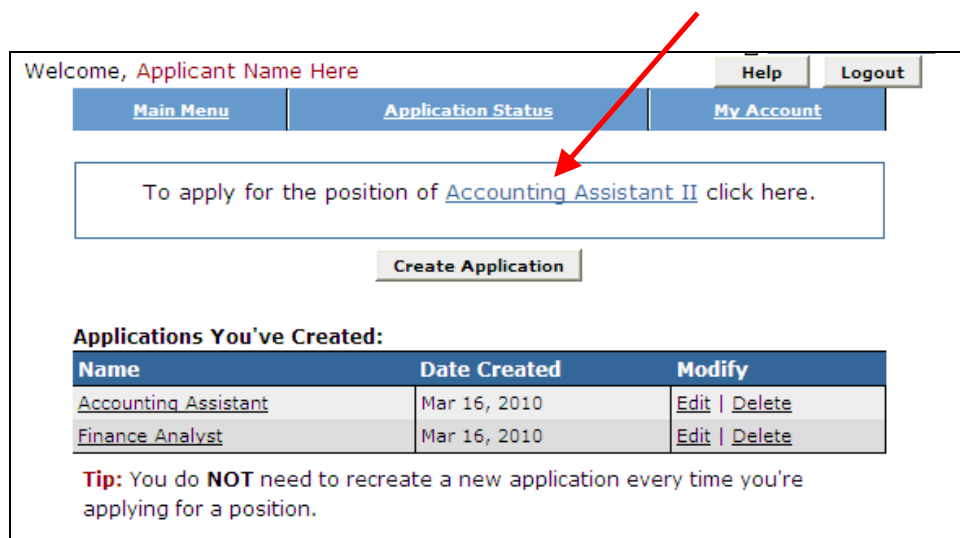
[Online Employment Application Guide](#)

**Username:**

**Password:**

Not Registered Yet? [Create Your Account Here!](#)  
[I Forgot My User Name and/or Password](#)

**NOTE:** If you already have an account, the following screen will generate once you login. Click on the link to apply for the job and follow the instructions to submit your application. **If you do not have an account, please proceed to STEP 6.**



Welcome, **Applicant Name Here**

To apply for the position of [Accounting Assistant II](#) click here.

**Applications You've Created:**

Name	Date Created	Modify
<a href="#">Accounting Assistant</a>	Mar 16, 2010	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">Finance Analyst</a>	Mar 16, 2010	<a href="#">Edit</a>   <a href="#">Delete</a>

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

### STEP 6:

If you are creating an account, you will be directed to the “Request New Job Seeker Account” page. Type in your contact information and then click “Save” to continue.

The screenshot shows a web form titled "Request New Job Seeker Account". The form contains several input fields: "First Name" (marked with a red asterisk), "Middle Initial", "Last Name" (marked with a red asterisk), "Primary Phone", "Alternate Phone", "Email" (marked with a red asterisk), and "Notification Preference" (a dropdown menu currently showing "Select"). Below the dropdown is a small text box asking "By which method would you prefer to be notified about application status, testing dates and examination results?". At the bottom, there is a partially visible "Address" field (marked with a red asterisk) and a "Save" button.

### STEP 7:

Create an application by clicking on the “Create Application” link. **Please note that you can create multiple applications. In other words, you can customize your application for a particular job opening and then save that application for future use.**

The screenshot shows a confirmation page from GovernmentJobs.com. At the top, it says "Welcome, Applicant Name Here" with "Applicant Name Here" in red. There are links for "Help" and "Logout". Below this is a navigation bar with "Main Menu", "Application Status", and "My Account". The main text says: "Thank you for registering with GovernmentJobs.com. Your account is now active." followed by instructions to click on the "Create Application" button. A red arrow points to this button. Below the instructions is a section titled "Applications You've Created:" with a table header: "Name", "Date Created", and "Modify". A "Tip" at the bottom states: "You do NOT need to recreate a new application every time you're applying for a position."

### STEP 8:

The system will ask you to build a new application (Figure 8.1). Please note the “Application Process Steps” bar across the top of the screen that indicates where you are in the application process (see Figure 8.2).

Figure 8.1

Welcome, Applicant Name Here [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

### Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

Application Name (for your own reference):

[Create Application](#)

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

Figure 8.2

1 2 3 4 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

### STEP 9:

The first step to creating your application is entering your contact information. Click on the “Save and View Application” link when you have entered your information.

Welcome, Applicant Name Here [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

### Accounting Assistant II - Application process steps:

1 2 3 4 5

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

#### Job Application >> Profile

[Cancel](#) [Save & View Application](#)

\* Required Field

Contact Information

\* First Name  Applicant Name

Middle Initial

**STEP 10:**

Fill out the remaining sections of the application. If you want to add education or work experience, click on the links for “Add Education” or “Add Experience.” You can also add certificates or licenses, skills, additional information, references, a resume, as well as attachments. **Be complete and thorough; incomplete applications will not be considered.**

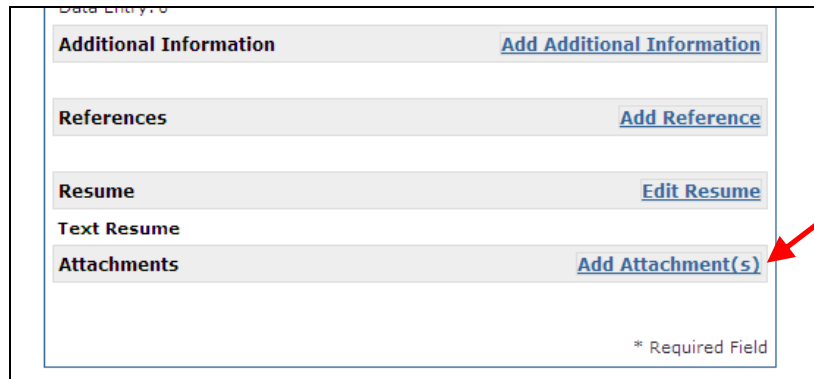
<b>Contact Information</b>		<a href="#">Edit Contact Information</a>
Name:	Applicant Name Here	Address: 1055 S grady way renton, Washington 98057
		Email: <a href="mailto:renton1@aol.com">renton1@aol.com</a>
		Notification Preference: Email
Home Phone:	Alternate Phone:	
<b>Personal Information</b>		<a href="#">Edit Personal Information</a>
Driver's License:		
Can you, after employment, submit proof of your legal right to work in the United States?		
What is your highest level of education?		
<b>Preferences</b>		<a href="#">Edit Preferences</a>
Preferred Salary:		
Are you willing to relocate?		
Types of positions you will accept:		
Types of work you will accept:		
Types of shifts you will accept:		
<b>Objective</b>		
<b>Education</b>		<a href="#">Add Education</a>
<b>Work Experience</b>		<a href="#">Add Work Experience</a>
<b>Certificates and Licenses</b>		<a href="#">Add Certificates or Licenses</a>
<b>Skills</b>		<a href="#">Add Skills</a>
Office Skills		<a href="#">Edit</a>
Typing: 0		
Data Entry: 0		
<b>Additional Information</b>		<a href="#">Add Additional Information</a>

### STEP 11:

Click on the “Add Attachments” link to upload documents to your application, such as a resume, cover letter, or work samples (Figure 11.1). Once you click on add attachment, you will be able to upload multiple attachments to your application (Figure 11.2).

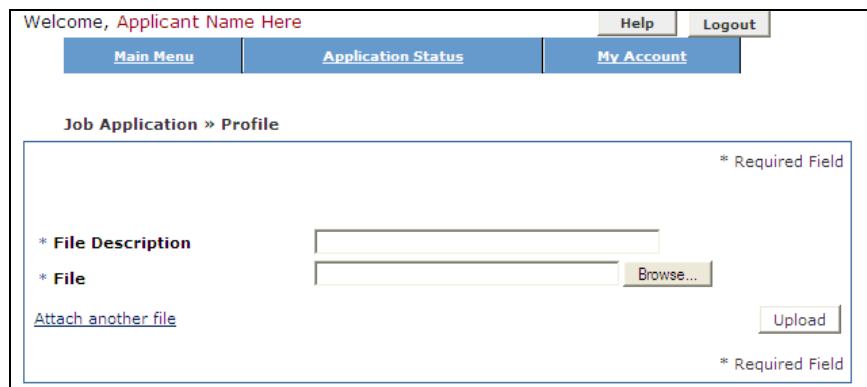
**NOTE:** Most file formats (e.g., PDF, Word, Excel) are accepted, with the exception of Word Perfect (.wp) files. However, PDF files are recommended.

**Figure 11.1**



This screenshot shows a section titled "Additional Information" with several links: "Add Additional Information", "References" with "Add Reference", "Resume" with "Edit Resume", "Text Resume", and "Attachments" with "Add Attachment(s)". A red arrow points to the "Add Attachment(s)" link. A note at the bottom right states "\* Required Field".

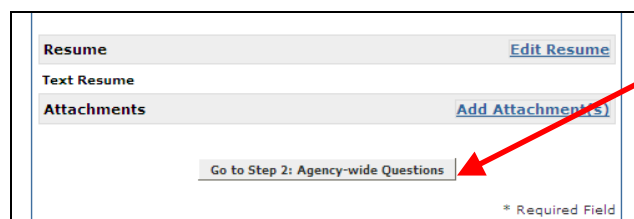
**Figure 11.2**



This screenshot shows the "Job Application >> Profile" section. It includes a "Welcome, Applicant Name Here" header with "Help" and "Logout" links, and a navigation bar with "Main Menu", "Application Status", and "My Account". The main area contains a form with fields for "File Description" and "File", both marked as "\* Required Field". There is a "Browse..." button next to the "File" field and an "Upload" button. A link "Attach another file" is also present. A note at the bottom right states "\* Required Field".

### STEP 12:

After you have completed all of the individual sections of your application, and added any applicable attachments, click on the “Go to Step 2: Agency-wide Questions.”



This screenshot shows a button labeled "Go to Step 2: Agency-wide Questions" with a red arrow pointing to it. Above the button are links for "Resume" (with "Edit Resume"), "Text Resume", and "Attachments" (with "Add Attachments(s)"). A note at the bottom right states "\* Required Field".

### STEP 13:

At this point in the application process, the system will walk you through two additional screens - the "Agency-Wide Questions" as well as any required "Supplemental Questions." When you are done answering the questions, you can either click on "Save Work in Progress" and return to your application later, or you can click on "Save and Proceed" to submit your application to Human Resources.

27. Have you ever obtained an appointment to a position with the State of Washington or any political subdivision or municipal corporation where your veteran's preference points were used?  
☐ Yes ☐ No

28. **CURRENT CITY OF RENTON EMPLOYEES ONLY:** Have you been called to active duty from employment with the City of Renton for **one or more consecutive years?**  
☐ Yes ☐ No

29. If "YES" to the question listed above, please list the dates:

\* Required Field

### STEP 14:

Please review your entire application before confirming. When you are ready to submit your application, click on the "Confirm Application" button. **Please note that once you submit your application for a position you will not be able to make any changes.**

Welcome, Applicant Name Here

**Accounting Assistant II** - Application process steps:

1 2 3 4 5  
Job Application Agency-wide Supplemental Confirm Certify &  
Questions Questions Application Application Submit

**Confirm Application**

Please review the application you're about to send for the position of **Accounting Assistant II**. If you need to modify any parts of your application, just click the 'Edit' button next to the section you wish to modify. Once you've reviewed the application click the 'Confirm Application' button to proceed to the final 'Certify & Submit' step.

**Contact Information**


Name:	Applicant Name	Address:	1055 S Grady Way
	Here		Renton, Washington



### STEP 15:

Click on the “Accept” button to submit your final application to the Human Resources and Risk Management Department.

**Certify & Submit**

 By clicking on the “Accept” button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that providing false information in this application will be grounds for elimination from further consideration or, if employed, for dismissal at anytime. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that this completed application is the property of the City of Renton and will not be returned. I authorize previous employers to furnish the City of Renton my record, reason for leaving, and all information they may have concerning me. I hereby release them and the City of Renton and their agents from all liability for any damage whatsoever arising therefrom. I authorize investigations of all statements in this application. I understand that I must notify the Renton Human Resources and Risk Management Department of any changes in my name, address, or phone number.

**Employment is contingent upon successfully passing a pre-employment background check.**

### STEP 16:

Once you submit your application, a confirmation screen will generate. You can click on the “Click here for a printable version of the application” link to print a copy of the application you submitted (Figure 16.1). If at any time you would like to return to the Job Opportunities page, or would like to apply for another position, you can click on one of the job opportunities page from the main menu bar (Figure 16.2).


**Figure 16.1**

Welcome, **Applicant Name Here**

[Main Menu](#) [Application Status](#) [My Account](#)

Application for **Accounting Assistant II** is complete. [Click here for a printable version of the application you just submitted](#)

**Confirmation**

 Dear **Applicant Name Here**

Thank your applying for employment with City of Renton. We have received your application. A human resources representative will contact you by email, phone, or mail to notify you of the next step in the process.

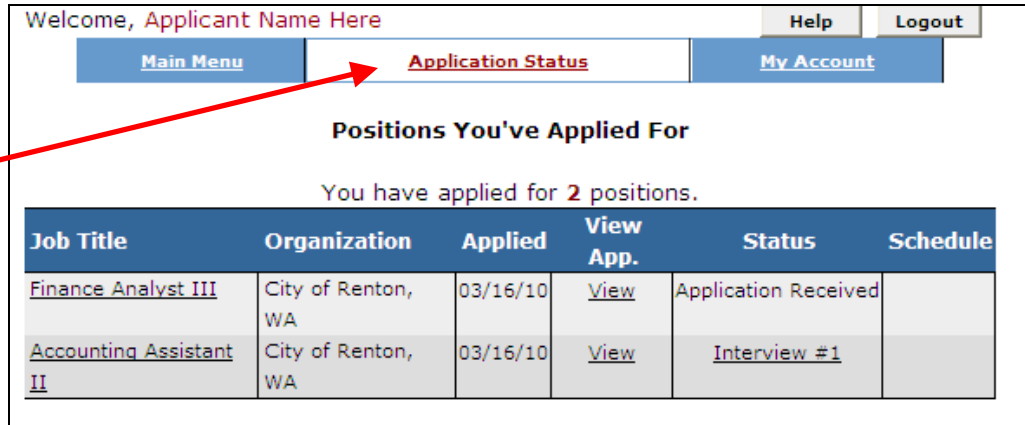
**Figure 16.2**

**Human Resources Risk Management**

- [Job Opportunities](#)
- [Internal Only Opportunities](#)
- [Seasonal, Temporary, Volunteer Opportunities](#)
- [Applicant Login](#)
- [How to Apply](#)
- [Check Application Status](#)
- [Job Interest Cards](#)

**STEP 17:**

Once you have submitted an application for an open position, you can check your applications status by signing into your account and click on the “Application Status” link at the top of the page.



Welcome, Applicant Name Here [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

**Positions You've Applied For**

You have applied for **2** positions.

Job Title	Organization	Applied	View App.	Status	Schedule
<a href="#">Finance Analyst III</a>	City of Renton, WA	03/16/10	<a href="#">View</a>	Application Received	
<a href="#">Accounting Assistant II</a>	City of Renton, WA	03/16/10	<a href="#">View</a>	<a href="#">Interview #1</a>	